
Approved For Release 2001/07/12 : CIA-RDP73-00099A000200090016-2

QUARTERLY REPORT
FOR QUARTER ENDING 31 DECEMBER 1969
1 JANUARY 1970

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

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PART I

HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS
EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and inactive office records holdings.

SUPPLEMENTAL DISTRIBUTION
COPIES OF REPORTS & MAPS

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DCI	ODCI	174	3		177
	STUDIES IN INTELL.			27	27
	CABLE	694	159		853
	HS	9			9
	PA	44			44
	OPPB	56	6		62
	OLC	87		6	93
	OGC	63	2	2	67
	OIG	46			46
	ONE	80	15	81	176
	NSC	278			278
	DIA		5		5
	SAVA	31			31
TOTALS FOR DCI AREA		1,562	190	116	1,868

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDI	ODD	41	1	1	43
	IRS	12	1		13
25X1A		1,553	14		1,567
STATSPEC		377	6	221	604
	OER	280	4	142	426
	OBI	364	3,094	14,115	17,573
	OCI	121	53	5	179
	CRS	9,332	1,108	369	10,809
	NPIC	135	3,347	771	4,253
	OSR	23	46	141	210
TOTALS FOR DDI AREA		12,238	7,674	15,765	35,677

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDP	AF	Retired by RID	22		22
	MPS	" " "	12		12
	CA	" " "	4	68	72
	CCS	" " "	15		15
	CI	" " "	18		18
25X1A		" " "	1		1
	EUR	" " "	46		46
	FE	" " "	54		54
	FI	" " "	4		4
25X1A		1,243	1		1,244
	NE	Retired by RID	15		15
	PC	" " "	1		1
	RID	21,102	415		21,517
	SB	Retired by RID	37		37
25X1A		" " "	6	45	51
	TSD	730	5		735
	WH	Retired by RID	52		52
TOTALS FOR DDP AREA		23,075	708	113	23,896

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDS	ODD	80	1		81
	SSS	10	3	319	332
	OS	3,199	14		3,213
	OTR	507	128		635
	OP	1,631	40		1,671
	OL	2,414	34	2	2,450
	OC	608	13		621
	OMS	1,147	6		1,153
	OF	11,707	64		11,771
TOTALS FOR DDS AREA		21,303	303	321	21,927

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DD/S&T	ODD	52			52
	FMSAC	835	12	70	917
	ORD	81			81
	OSA	585	1		586
	OSI	1,023	29	236	1,288
	OCS	53	283		336
	OEL	114		9	123
	SPINT	27	1		28
	OSP	327			327
TOTALS FOR DD/S&T AREA		3,097	326	315	3,738

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	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. (REPORTS & MAPS)	ARCHIVAL RECORDS	TOTAL HOLDINGS
AGENCY TOTALS	61,275	9,201	16,630	12,677	99,783

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PART II

HOLDINGS OF INACTIVE OFFICE RECORDS LISTED BY DISPOSITION CODE

THE RECORDS ARE LISTED BY AREA, OFFICE, DISPOSITION CODE AND VOLUME WITH A TOTAL FOR EACH DISPOSITION CODE FOR EACH OFFICE, THE TOTAL INACTIVE OFFICE RECORDS FOR EACH OFFICE AND THE TOTAL INACTIVE OFFICE RECORDS FOR EACH AREA:

EXPLANATION OF DISPOSITION CODES

1 - PERMANENT RECORDS

These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

2 - TEMPORARY RECORDS

These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

3 - INDEFINITE RECORDS

The disposition instructions for these does not provide for destruction but instead calls for some future action to be taken prior to destruction.

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
			17	4	174
DCI	ODCI	153	610	12	694
	CABLE SEC.	72	0	0	9
	HS	9	0	0	44
	PA	19	25	0	56
	OPPB	47	9	0	87
	OLC	74	13	0	63
	OCC	63	0	0	46
	OIG	34	7	5	80
	ONE	78	2	0	278
	NSC	278	0	0	31
	SAVA	26	5	0	
					1,562
	TOTALS	853	688	21	
	PER. CENT	54.6	44.0	1.4	

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDI	ODD	38	3	0	41
	IRS	4	2	6	12
25X1A		119	332	1,102	1,553
STATSPEC		318	27	32	377
	OER	107	171	2	280
	OBCI	252	1	111	364
	OCI	74	47	0	121
	CRS	3,866	458	5,008	9,332
	NPIC	30	39	66	135
	OSR	4	19	0	23
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TOTALS		4,812	1,099	6,327	12,238
PER CENT		39.3	9.0	51.7	

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDP	FI/D	750	43	450	1,243
	TSD	213	11	506	730
	*RID	1,262	350	19,490	21,102
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	TOTALS	2,225	404	20,446	23,075
	PER. CENT	9.6	1.8	88.6	

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDS	ODD	76	0	4	80
	SSS	10	0	0	10
	OS	36	2,803	360	3,199
	OTR	211	246	50	507
	OP	67	1,449	115	1,631
	OL	142	2,248	24	2,414
	OC	172	436	0	608
	OMS	66	1,039	42	1,147
	OF	680	8,989	2,038	11,707
	TOTALS	1,460	17,210	2,633	21,303
	PER. CENT	6.9	80	12.4	

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDS&T	ODD	33	19	0	52
	FMSAC	11	819	5	835
	ORD	64	14	3	81
	OSA	314	270	1	585
	OSI	278	737	8	1,023
	OCS	8	45	0	53
	OEL	29	52	33	114
	OSP	253	70	4	327
	SPINT	22	0	5	27
TOTALS		1,012	2,026	59	3,097
PER CENT		33	65	2	

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	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
AGENCY TOTALS	10,362	21,427	29,486	61,275
PER CENT	17	35	48	

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